

CALIFORNIA AIR RESOURCES BOARD

CALIFORNIA REFORMULATED GASOLINE ELECTRONIC REPORTING USER'S GUIDE

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OBJECTIVE

To assist gasoline producers and importers of CaRFG in California to comply with the reporting requirements of the California Reformulated Gasoline Regulations.

INTRODUCTION

This user's guide provides producers and importers of gasoline in California with standardized notification forms and information about e-mailing their notifications to CARB.

Through the use of e-mail, the data and information required by the regulation can be sent to CARB electronically for electronic downloading into CARB's tracking system. Therefore, CARB encourages all producers and importers of CaRFG to use electronic reporting.

PROCEDURE

This user's guide contains six files, one for each option that the refiners may select to use. They are:

Phase 2 for Averaging Version(1-16-02).xls
Phase 2 for PM Flat Version(1-16-02).xls
Phase 3 for Averaging Version(1-16-02).xls
Phase 3 for PM Flat Version(1-16-02).xls
Phase 3 CarBOB for Averaging Version(1-16-02).xls
Phase 3 CarBOB for PM Flat Version(1-16-02).xls

Each one of these files contains several worksheets. The first worksheet contains the PM model. This is the spreadsheet that uses the California Predictive Model to evaluate alternative specifications for the corresponding type of gasoline. We all should be familiar with this part of the file, since this is the PM model you have been using to calculate the percent change in emissions for the PM specification you have selected to use.

Each file includes **report forms** and **data forms** as separate worksheets. These **report forms** will replace the notification forms that you currently fax to CARB. CARB is requesting that all gasoline producers use these forms so that all forms

received by CARB will be standardized. Along with each report form that you will be e-mailing to CARB, you will also e-mail the corresponding **data form**. The data form will be used by CARB for direct electronic data entry into PACE. Direct electronic data entry will expedite the data entry process and greatly eliminate the potential for transcription errors.

HOW TO FILL-OUT THESE FORMS

To use these forms, first open the file for the compliance option you wish to use, for example "Phase 2 for PM Flat". Go to the PM model worksheet, and enter the PM values for your candidate fuel (just as you have done in the past). The PM will calculate the expected emissions from the candidate fuel and will also automatically copy pertinent data into the respective cells on the **report form** and the **data form**. Once you are satisfied with the PM results of the candidate fuel, go to the **report form**, and fill out the remaining information about the batch of gasoline and who is submitting the notification. These cells are highlighted in yellow or blue. The cells in yellow are information required by the regulation; the cells in blue are optional information. [Note: If your EPA facility ID number starts with zero enter a single quote first, example: '05205, otherwise the zero will be left out in the data form and the database will reject the notification]. Information on the corresponding **data form** is automatically copied from the PM spreadsheet and the report form. You do not need to manually enter information on the data form. In fact, the data form is "protected" so that no changes can be made. When it is time to e-mail a report form to CARB, you must always e-mail the corresponding data form at the same time.

Here is an example:

If you are averaging, you will first fill-out and e-mail to CARB the "**PM for DAL (Report)**" report form and the corresponding "**PM for DAL (Data)**" data form. The information on these forms will establish the PM values around which you will be averaging.

Subsequent to that submittal, you will e-mail a "**DAL Batch (Report)**" report form and the corresponding "**DAL Batch (Data)**" data form for each batch you produce.

You will later e-mail a "**DAL Monthly (Report)**" report form and the corresponding "**DAL Monthly (Data)**" data form to inform CARB of the end of transfer dates and final volumes.

So, please remember that every **report form** that you e-mail to CARB needs to be accompanied by the corresponding **data form**.

CARBOB MODEL -- ETHANOL VOLUME PERCENT

When using the CARBOB model, the value of the Ethanol Volume Percent to be reported is the ethanol content (including the denaturant) of the finished gasoline.

This volume percent is the same volume percent that you (the producer of the CARBOB) are instructing your downstream oxygenate blender to add to the CARBOB.

HOW TO SAVE THESE FORMS

To save these forms:

1. Go to the report form you wish to save, indicated by the word “**(Report)**”.
2. You will notice that the name of the report form is highlighted at the bottom. You also need to highlight the corresponding data form, indicated by the word “**(Data)**”, at the same time. Do this by putting your cursor on the title of the data form, pressing and holding the **Control Key**, and left-click your mouse at the same time. Now, you have both the report form and the data form highlighted.
3. Put the cursor on the highlighted forms and right-click your mouse. A window with different options comes up. Click on the option “Move or Copy”. In the Move or Copy window choose new book and click OK. Now you have created a new file that contains only the two worksheets that you highlighted.
4. Go to **Save As**, and save the file by using the following format: (Find the one that refers to your refinery).
5. To facilitate CARB’s filing system, it is very important that you use this format.

Chevron El Segundo: Chev-ElSeg-Batch-.....

Chevron Richmond: Chev-Rich-Batch-.....

Phillips Rodeo: Phillips-Rod-Batch-.....

Phillips Los Angeles: Phillips-LA-Batch-.....

Ultramar Golden Eagle: Ultra-Avon-Batch-.....

Ultramar Wilmington: Ultra-Wilm-Batch-.....

Kern Oil Bakersfield: Kern-Bak-Batch-.....

Equilon Los Angeles: Equi-LA-Batch-.....
Equilon Bakersfield: Equi-Bak-Batch-.....
Equilon Martinez: Equi-Mar-Batch-.....
Mobil Torrance: Mobil-Torr-Batch-.....
Valero Benicia: Valero-Ben-Batch-.....

Replace the (.....), with the actual batch number.

Now, when you attach this file to your e-mail to CARB, you will be sending only your report form and data form. By following these directions, you will avoid sending the entire Predictive Model spreadsheet and any unused forms.

Suggestion: You may want to save these batch notifications in a folder named "**Month Notifications**". Example: "November Notifications" and file in this folder all the notifications for the month of November.

E-MAILING YOUR NOTIFICATION TO CARB

Luz Amanda Ciccarelli is currently the staff person in charge of the CaRFG notifications. Please address your e-mail to Luz Amanda at:

lciccare@arb.ca.gov

(Please note that the first letter in Luz Amanda's address is a lower-case "L", not a capital "I")

SUBJECT TITLE FOR THE E-MAIL

To facilitate CARB's internal handling of your e-mail messages, we request that you use the following title format in the subject title of the e-mail:

Refinery, PM using, Type of Gasoline, Batch #

Here are a couple of examples:

BP Amoco Carson, PM Phase 3 Flat, CARBOB, G-01-327

Equilon Martinez, PM Phase 2 DAL, CARB, 01235

E-MAIL RECEIPT CONFIRMATION

CARB understands that most e-mail programs/systems have a means for the e-mail sender to receive confirmation that his/her e-mail message was successfully delivered to the recipient e-mail server and a second confirmation that the recipient (Luz Amanda Ciccarelli) received the e-mail message. If you wish to receive such confirmation, please check with your e-mail program or provider for the correct settings for your computer. CARB will work with you in whatever way we can to help you set-up and test this confirmation mechanism before you put it into official use.

E-MAIL SECURITY

CARB also understands that most e-mail programs/systems have a means to secure e-mail messages with a password. If you wish to password-protect your e-mail messages, please contact Amanda at (916) 327-2942 and give her the password to open your e-mail messages once they arrive at CARB. This password will remain confidential between Amanda and your e-mail sender.

SENDING DATE AND TIME AND RECEIVING DATE AND TIME

The date and time that you send your e-mail will be treated in the same manner as the faxing date and time that we have used in the past notifications. And, (as most companies have already agreed) it is treated as the date and time of the “start of physical transfer”. However, on a rare occasion when a company may want to send CARB a notification on a Monday, for example, for a batch of gasoline that the company will start transfer on Wednesday, entry blanks have been included on these report forms for the company to designate a future start date. Designating a future start of transfer date is optional. The cells on the report forms are colored blue to indicate that filling in those cells is your option.

DEFENSE AGAINST LATE OR “NOT RECEIVED” E-MAIL MESSAGES

A question has been asked regarding how a producer can defend against the fact that it sent an e-mail but CARB did not receive it and has no record of it in CARB’s e-mail system. In the past, CARB has accepted fax transmission documentation that a fax was sent to CARB even though CARB did not receive the fax. We anticipate that we will accept e-mail transmission documentation provided by the producer if Amanda does not receive the e-mail. However, CARB retains the right to

investigate and perhaps not accept the company's e-mail transmission documentation if CARB has reason to suspect the validity of that documentation.

CARB'S E-MAIL SYSTEM

CARB's e-mail program is Nestcape Messenger.

BACK-UP OPTIONS

In the event that the e-mail reporting procedure is not successful, the current fax number still available for this purpose. Fax number (916-445-0884). The third option is to call Amanda Ciccarelli's phone line (916-327-2942) and leave a voice message with all the required information.

LET US KNOW IF WE CAN HELP

Please, carefully review these files and try to incorporate them into your systems. We hope that you can join us in our transition to electronic reporting. Let us know as soon as possible so we will be able to assist you in the transition and have a reasonable period of time for testing.

If you need any assistance with this procedure, please call Luz Amanda Ciccarelli at 916-327-2942 or send her an e-mail to lciccare@arb.ca.gov